

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
TRANSITION AGE YOUTH SYSTEM OF CARE (TAY-SOC) BUREAU**



**TRANSFER OPPORTUNITY**

**INTERMEDIATE TYPIST CLERK**

The TAY program is seeking an enthusiastic, positive, motivated experienced individual to fill the position of Intermediate Typist Clerk. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. Position is located at Vermont Headquarters.

**EXAMPLE OF DUTIES:**

- Data entry of Daily Service Logs in the IBHIS System
- File daily, service logs and DMH documentation
- Secretarial/support staff coverage as needed
- Sort correspondence and distribute appropriately
- Schedule appointments and arrange conferences and meetings as needed, take minutes for meeting(s)
- Complete CIOB forms for new hires/transfers/terminating staff or any staff changes, i.e., add/delete/new, etc.
- Tracking and working the unbillable/denied claims report
- Maintain and update caseload logs, staff/phone rosters, and monthly work schedules
- Maintain monthly preventive maintenance services on County vehicles
- Monthly billing tracking form, process referrals
- Photo copying, scanning and faxing documents
- Responsible ordering and maintaining inventory, supplies, and procurement
- Answer phone calls and refer to the appropriate individuals within the program
- Organize and maintain office files
- Other duties as assigned by Program Head or administrative team

**DESIRABLE QUALIFICATIONS:**

- Strong verbal and written communication skills
- Knowledge of eCAPS
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines
- Adaptable and flexible to meet the program needs as well as adapt to new and changing situations
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to effectively edit and draft documents
- Ability to represent the Department in a professional manner and communicate effectively with others in the department, other County programs, the community, contract providers, and with public and private sectors
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook

Interested applicants, who are currently holding the payroll title of Intermediate Typist Clerk, please contact Sophia Sarkisyan to schedule an interview or email your resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time record **by Monday, March 2, 2015 to:**

**Sophia Sarkisyan, TAY División  
(213) 351-7711**

**[sssarkisyan@dmh.lacounty.gov](mailto:sssarkisyan@dmh.lacounty.gov)**

**550 S. Vermont Avenue, 4th floor, Los Angeles, CA 90020**